

**DIRECTIONS FOR COMPLETION OF
THE READING FIRST CONTINUATION
(LEA) APPLICATION**

Submit an original and three copies postmarked by April 14, 2006 to the following address:

Federal Discretionary Grants
Department of Elementary and Secondary Education
205 Jefferson Street, PO Box 480
Jefferson City, Missouri 65102-0480

Narratives must be typed, confined to space provided, and restricted to 10-12 pt. font size. If you complete the application on-line it is set to a default font of 10 pt.

The signature of the authorized DESE official is for Department use only.

SECTION II - TOTAL BUDGET

Budget totals must be completed and shown in the grid.

SECTION III - DISTRICT AND PROGRAM INFORMATION

List the name of the District that will be serving as the fiscal agent for the grant and indicate the board-authorized representative. Complete the grant contact information. The grant contact should be someone who knows the grant well and will be in daily contact with the project staff.

SECTION IV - ASSURANCES AND CERTIFICATION

Original signature of the superintendent or authorized representative guarantees all assurances will be met.

SECTION V – PROGRAM GOAL AND OBJECTIVES

The program goal is that all students will read at grade level or above by the end of third grade. The district can write up to 5 objectives that support the program goals. At least two objectives must be related to student learning and at least one objective to professional development. Additional objectives can be added to fit the needs of your students and/or staff. Objectives must be written to include the following information: who are the learners, what will they do, how well will they do it, how will it be measured, and the timeframe.

SAMPLE: By the end of each school year, beginning with 2006-2007, an increase of 15% of all K-3 students, including those in special subgroups, will be reading at grade level as measured by the Terra Nova or 3rd Grade MAP communication arts.

Indicate the district-wide percentage of 3rd grade MAP communication arts' scores in the respective areas for 2004 and 2005. Submit 2006 scores as soon as they are available.

SECTION VI A. – BUILDING CONTACT DATA TABLE

Indicate the building code for each building in your district that will receive grant funds and that building's contact.

BUILDING CODE	BUILDING NAME	BUILDING CONTACT	BUILDING CONTACT PHONE	BUILDING CONTACT E-MAIL
4020	Crocodile Rock School	Jane Doe	(573) 555-5555	webreplyimprfdg@dese.mo.gov

SECTION VI B. – BUILDING COACH DATA TABLE

Complete the data below for each Reading Coach in your district. Include their name, building name, building code in which they are located, work/building address, e-mail, phone, and fax number.

SECTION VI C. – BUILDING DATA TABLE

Complete the data for each Reading First building in your district. Include the building code, building percentage of 3rd grade MAP communication arts' scores for (nearing) proficient to advanced (top 3 levels), number of K-3 students enrolled in each building, K-3 % staff buy-in, K-3 % of staff certified, and the number of teachers in the specified teaching areas.

SECTION VII – DISTRICT READING PROGRAM

List the core reading program along with all supplemental and intervention reading programs. Indicate if the consumer's guide is on file with DESE.

SECTION VIII A. – DISCUSSION OF PREVIOUS YEAR(S)

Describe progress made toward each objective approved in the 2005-2006 application. Describe the challenges and accomplishments in the previous year(s).

SECTION VIII B. – DISCUSSION OF SCHOOL YEAR 2006-2007

Discussions of Reading First program as it will be implemented during the 2006-2007 school year.

SECTION IX – BUDGET NARRATIVE

Describe the building and district budgets for school year 2006-2007 by the following budget categories: 6100: Salaries, 6200: Employee Benefits, 6300: Purchased Services, 6400: Materials/Supplies, and 6500: Capital Outlay. Complete section detailing cost per student.

SECTION X – BUDGET

Section X - A. Reading First Continuation Building Budget: This section is to be copied and completed for each building. Each building budget subtotal needs to be transferred to *Section X – C. Reading First Budget Summary*.

Section X - B. Reading First Continuation District Budget: Can provide: reading coaches, comprehensive reading series, supplemental materials, intervention materials, assessments, professional development (building, district, and state). Administrative costs must be identified in building and district budgets by budget categories. Administrative costs are limited to 3.5% of the district's total budget.

Section X - C. Reading First Budget Summary: These totals need to be transferred to page 1 *Section II – Total Budget*.